

Date: June 6, 2003

To: Distribution

From: Susan L. Frey  
Departmental Records Officer

Subject: Numbered Memo RM 2003-12: FY 2003 NARA Invoices for the Storage and Handling of DOE Records

We are now receiving invoices from NARA for the storage and handling of the Department's records in the Federal Records Centers (FRCs). The FY 2003 invoices are based on the volume of records stored in the FRCs as well as additional handling fees and fees for services associated with these records. The fee structure for FY 2003 was sent to you in September 2002, in Numbered Memo RM 2002-30.

Because the invoices depend on the quantity of records stored, their type (i.e., standard, classified, or non-textual environmentally controlled), and the activity charged to the record, it is impossible to accurately predict the amount to be charged to each of the DOE offices for the year. However, we can estimate the charges based on the assumption that the activity during the first six months of the year is representative of the activity for the total year. With that assumption, the total charge to the Department will be slightly greater than was charged during FY 2002. However, DOE organizations that have not added, retrieved, or researched records in the FRCs are paying significantly less than FY 2002, while those retrieving or withdrawing a significant amount of their records are being invoiced more than last year. Many Offices have had considerable fluctuations in the charges on a month-to-month basis. The invoice backups that we receive from NARA are posted on the DOE Records Management Web Page at: <http://cio.doe.gov/RBManagement/Records/NARAREcordsStorage.html>. These will be kept up to date as they are received. Providing this information on the web is intended to assist you in resolving questions on specific charges. A summary of the charges for the year is also available on the web page.

The individual DOE offices have been assigned two-digit codes that are to be used when submitting or requesting records from the FRCs so that activity and storage fees can be appropriately charged. This code should be placed on the SF-135, and the other forms, as described in RM Numbered Memo 2002-30.

The Inter-Agency Agreement with NARA is being finalized and will be posted on the web page when approved. The Agreement will contain the Fee Schedule and additional instructions on the coordination between DOE and NARA for these records.

If you have questions or suggestions on how to improve the invoicing process, please contact Jay Blewett (at 301-903-9608 or [jay.blewett@hq.doe.gov](mailto:jay.blewett@hq.doe.gov)) or me (at 301-903-3666 or [susan.frey@hq.doe.gov](mailto:susan.frey@hq.doe.gov)). Thank you for your assistance and understanding as we work with NARA to implement the invoicing process.